

Special Events



Special Event Permit Process

The City of Winchester encourages and supports special events. Please read the entire application to ensure the application is completed correctly. Once the Chief of Police or his designee thoroughly reviews the special event permit application the individual, group, and/or organization making application will be contacted about the status of their event. Special event organizers may be charged specific fees when requiring City services, including but not limited to: police officers, maintenance workers, use of parking lots and garages, electrical usage, water usage, etc. Event organizers may be requested to meet with City representatives to review event plans, layout and all other event logistics prior to the official decision and notification of approval or denial of the special event's application. If approved, a permit notification letter and set of regulations will be mailed.

A special event permit will not be issued if required time lines are not strictly adhered to, there are inadequate security and safety measures present, the event does not allow for an appropriate flow of traffic (vehicular or pedestrian), the spectator attendance will exceed the capacity of the requested location of the event, the event is not in compliance with City ordinances, when street closings are necessary and assigned/alternate location routes are declined, and the event impacts and conflicts with scheduled construction, maintenance or other activities in the area. A special events permit will not be reviewed for approval unless all of the necessary paperwork has been properly completed and received. A special event permit will not be issued if any of the information supplied by the applicant is false or intentionally misleading.

If your event will be held in the Old Town District or in any Winchester Parks and Recreation location a supplemental event form must also be completed (see attachments A and B). The event will not be considered for approval until the entire application and all of its parts are received.

If you are applying for a special events permit in the Old Town Winchester Primary & Secondary District you must submit the completed application at least 3 months prior to the event to be considered for approval. If you have any questions about the Old Town application process please make contact with the OTDB Executive Director or Administrative Assistant at 540-772-7575.

If you are applying for a special events permit that involves any location governed by the Parks and Recreation you must submit the completed application at least 60 days prior to the event to be considered for approval. If you have any questions about the Parks and Recreation Department application process please contact them at 540-662-4946.

If you have any questions concerning the main special events permit application process please contact the Winchester Police Department's Administration Division at 540-545-4700.